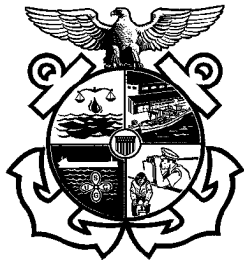


United States Coast Guard



**FOREIGN PASSENGER VESSEL
QUARTERLY EXAMINATION BOOK**

Name of Vessel		Flag No Change	
IMO Number		Case Number	
Date Completed	Priority	Points	
Location			
Vessel Built in Compliance with SOLAS: 60 74 74/78 NA			
Exam Type First Quarter Second Quarter Third Quarter			
Senior Marine Inspectors / Port State Control Officers 1. _____ 3. _____ 2. _____ 4. _____			

Total Time Spent Per Activity:

Regular Personnel (Active Duty)			
ACTIVITY TYPE	ACTIVITY	TRAINING	(PERS) MI

TOTAL ADMIN HOURS	TOTAL TRAVEL HOURS
-------------------	--------------------

Reserve Personnel			
ACTIVITY TYPE	ACTIVITY	TRAINING	(PERS) MI

TOTAL ADMIN HOURS	TOTAL TRAVEL HOURS
-------------------	--------------------

Auxiliary Resources	
TOTAL BOAT HOURS	TOTAL AIRCRAFT HOURS

Use of Foreign Passenger Vessel Quarterly Exam Book:

This examination book is intended to be used as a job aid by Coast Guard senior marine inspectors/port state control officers during quarterly boardings of foreign-flagged passenger vessels. The Foreign Passenger Vessel Annual Examination Book may be used when conducting a quarterly examination if it is determined that the examination should be expanded due to one of the following conditions:

1. The vessel's certificates are clearly invalid;
2. Evidence that vessel logs, manuals, or other required documentation are not on board, not maintained, or falsely maintained;
3. Evidence from a general examination that serious hull deterioration, structural deterioration, or deficiencies may exist;
4. Evidence from a general examination that serious equipment deficiencies may exist;
5. Evidence of serious operational shortcomings (i.e., officers or crew not familiar with essential shipboard operations or equipment);
6. Involvement of the vessel in incidents due to failure to comply with operational requirements such as a spill or collision; or
7. Indications that key crew members may not be able to communicate with each other or with others persons on board.

This document does not establish or change Federal laws or regulations. References given are only general guides. Refer to IMO publications, CFR's, the Port State Control Job Aid, NVIC's, and any locally produced cite guides for specific regulatory references. Not all items in this book are applicable to all vessels.

NOTE: *Guidance on how to examine foreign passenger vessels can be found in MSM Volume II, Chapter 20: Procedures Applicable to Foreign Passenger Vessels.*

Pre-inspection Items

- Review MSIS records.
 - PSVH
 - VFIP
- Obtain copies of forms to be issued.

Post-inspection Items

- Issue letters/certificates to vessel.
 - Record of deficiencies
- Complete MSIS entries within 48 hours.
 - PSAR
 - MSDS
 - PSDR
 - VFLD
 - VFIP

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Section 1: Administrative Items

IMO Applicability Dates:

Reference	Date
SOLAS 1948	19 NOV 52
SOLAS 1960	26 MAY 65
SOLAS 1974	25 MAY 80
1978 Protocol to SOLAS 1974	01 MAY 81
1981 Amendments (II-1 & II-2)	01 SEP 84
1983 Amendments (III)	01 JUL 86
<i>Various additional amendments to SOLAS</i>	
MARPOL 73/78 Annex I	02 OCT 83
MARPOL 73/78 Annex II	06 APR 87
MARPOL 73/78 Annex III	01 JUL 92
MARPOL 73/78 Annex V	31 DEC 88
COLREGS 1972	15 JUL 77
<i>Various additional amendments to COLREGS</i>	
Load Line 1966	21 JUL 68
STCW 1978	28 APR 84
1991 Amendments	01 DEC 92
1994 Amendments	01 JAN 96
1995 Amendments	01 FEB 97

Involved Parties & General Information:

Owner's Agent
Individual
Phone Number

Charterer's Agent
Individual
Phone Number Same as Owner's Agent

Owner—Listed on DOC or COFR
No Change

Operator
No Change

Vessel Information:

Classification Society	
ISM Issuer: Same as above? Yes No If not the same, which Recognized Organization? _____	
NOTE: The period of validity for ISM documents should correspond to the following list. If they do NOT, ISM documents should be further investigated.	
<input type="checkbox"/> 5 years = Full term (SMS and DOC) <input type="checkbox"/> 12 months = Interim (DOC)	
<input type="checkbox"/> 6 months = Interim (SMC) <input type="checkbox"/> 5 months = Short term (SMC)	
Last Drydocking Date	Next Drydocking Date
Location of Last Drydocking	
Date of Last Class Survey	
Outstanding conditions of class or non-conformities	
Last Port of Call	Next Port of Call
Method of Construction I II III	Conversions / Modifications
Call Sign	No Change (VFID)
Gross Tons	No Change (VFMD)
Built Date (use delivery date)	No Change (VFCD)
Overall Length (in feet)	No Change (VFMD)

Vessel Description:

Passenger Vessel

Ferry

Ro-ro Passenger Vessel

Other

Section 2: Certificates and Documents

International Certificates:

Name of Certificate	Issuing Agency	ID #	Port Issued/ Country	Issue Date	Exp. Date	Endors. Date
Certificate of Registry No Change						
Classification Document No Change						
Certificate of Financial Responsibility (COFR) No Change	USCG					
Passenger Ship Safety (PSS) No Change						
International Load Line (ILL) No Change						
International Oil Pollution Prevention (IOPP) No Change						

Name of Certificates	Issuing Agency	ID #	Port Issued/ Country	Issue Date	Exp. Date	Endors. Date
International Tonnage (ITC) No Change						
Safety Management (SMC) No Change						
Document of Compliance (DOC) No Change						

Certificates and Documents:

- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | Safe Manning Document | SOLAS 74/78 V/13
IMO Res.A.481(XII) |
| | <ul style="list-style-type: none">• Manning in accordance with document
NOTE: <i>If vessel does not have a Safe Manning Document or is not manned in accordance with Safe Manning Document, local Consulate must be contacted and the deficiency resolved prior to vessel's departure from port.</i>• Review copy of crew list | |
| <input type="checkbox"/> | Lifeboatmen certificates | SOLAS 74/78 III/10 |
| <input type="checkbox"/> | Liferaft servicing certificate | SOLAS 74/78 III/19.8 |
| <input type="checkbox"/> | Fire extinguishing certificate | SOLAS 74/78 II-2/6 |
| <input type="checkbox"/> | SOLAS training manual | SOLAS 74 III/51 |
| | <ul style="list-style-type: none">• Contents• Availability to crew | |
| <input type="checkbox"/> | Exemptions to SOLAS certificates | SOLAS 74/78 I/4 |
| <input type="checkbox"/> | Muster lists and emergency instructions | SOLAS 74 III/53
SOLAS 74 III/50 |
| | <ul style="list-style-type: none">• General emergency alarm signal• Process for ordering abandon ship• Duties assigned to crew members• Duties of crew in relation to passengers• Officers assigned to ensure lifesaving appliances are maintained in good condition and ready for immediate use• Substitutes for disabled key persons• Approved format | |

Notes: _____

Logbook Entries:

☐ Drills/equipment inspections logged as required

Activity	Logged Weekly	Logged Monthly	Logged Quarterly	Other Logging Requirements
*Abandon Ship Drill		74 III/18.3.1		
*Fire Drill		74 III/18.3.1		
Passenger Abandon Ship Drill	74 III/25			
Passenger Fire Drill	74 III/25			
Instruction of Passengers in Use of Lifejackets & Emergency Actions				Within 24 hours of leaving port: 74 III/18.3.2
Emergency Steering Drill			74 V/19(d)	Or within 48 hours of entering US: 33 CFR 164.25(d)
Rescue Boat Drill			74 III/18.3.8	
Lifesaving Equipment Inspection		74 III/19.7		
Watertight Doors, Sidescuttles, etc. Drills and Inspection				When closed prior to sailing; and when opened or closed while underway SOLAS 74 II-1/25

* *Items that must be conducted within 12 hours if 25% of crew did not participate in the previous month's drill exercises.*

☐ Following tests must be conducted and logged 33 CFR 164.25
no more than 12 hours prior to entering /
leaving port

- Steering gear and alarms
- Internal vessel control communications and vessel control alarms
- Emergency generator
- Storage batteries for emergency lighting / power systems in vessel control / propulsion machinery spaces
- Main propulsion machinery ahead and astern

Notes: _____

Section 3: Examination Items

Vessel Security and Terminal Security Measures:

NOTE: Guidance on vessel / terminal security measures is detailed in NVIC 3-96.

- ☐ Security guards
- ☐ Baggage screening procedures
- ☐ Passenger and crew safety / security measures
- ☐ Terminal physical security measures
- ☐ Procedures for loading ship provisions

General Walk-through of Vessel Spaces:

- ☐ Spaces examined to ensure no modifications have taken place, and for the existence of safety hazards
 - Engineroom
 - Machinery spaces
 - Galley
 - Accommodation spaces
- ☐ Watertight doors
 - Local control by hand No. _____
 - Local control by power No. _____
 - Remote control by hand No. _____
 - Remote control by power No. _____
 - Total installed _____
- ☐ Fire doors
- ☐ Portable fire extinguishers
- ☐ Fire stations
- ☐ Sprinkler stations

Notes: _____

NOTE: As of 1 OCT 97, types of spaces with direct access to stairway enclosures are restricted to the following spaces:

SOLAS 74/78 II-1/41-
2.4.4

- Public spaces
- Corridors
- Public toilets
- Special category spaces
- Other stairways
- Open deck spaces

NOTE: Vessels that have spaces other than those listed bordering stairway enclosures must meet the following restrictions:

- Such spaces are prohibited from storing combustible or flammable materials that may elevate fire risk (e.g., cleaning fluids, paints, and other hazardous chemical products).
- Doors separating such spaces from the stairway enclosures should be kept closed and in good working order.

Notes: _____

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Section 4: Drills

☐ **Fire Drill:**

Initial notifications	Familiarity with duties	Space isolation
General alarms / signals	Familiarity with equipment	Smoke control
Crew response	Fire pumps started	Arrange care of passengers
Properly dressed / equipped	Two jets of water	Communications w/ bridge
Language understood by crew	Fire doors and dampers	

- Test main and emergency fire pumps at 2 hose stations (one as high as possible, and one as far from high hose station as possible)

(SOLAS 74/78 III/18.3; MSM Vol. II/22.C.7.i; NVIC 6-91)

Location: _____ Time on Scene: _____

Notes: _____

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Section 5: Appendices

Recommended Port State Control Procedures:

The following flowcharts contain information gleaned from the Marine Safety Manual Volume II, Chapter 24. The senior marine inspector/port state control officer should be familiar with this chapter as well as the information pertaining to Port State Control examinations contained in MSM Volume II, Chapters 19—Foreign Vessel Exams (General), 20—Foreign Vessel Exams (Passenger), and 23—Targeting of Foreign Vessel Boardings.

Considering the seriousness of the deficiencies, the OCMI or COTP must determine the appropriate control action to impose on these vessels to ensure the safety of the vessel, the port, and the environment. The degree of control imposed, as well as the authority used to exercise control, must be consistent with the nature of the deficiencies.

The following definitions and terms of reference are used in the MSM to describe key elements of Port State Control enforcement:

Clear Grounds. Evidence that the vessel, its equipment, or crew do not correspond substantially to the requirements of the relevant conventions or that the master or crew members are not familiar with essential shipboard procedures relating to the safety of vessels or the prevention of pollution.

Control. Control is the process of imposing a port state's or flag state's authority over a vessel to ensure that its structure, equipment, operation and crew meet applicable standards. The process is affected by any verbal or written directives from the OCMI/COTPs or their representatives, which require action or compliance by the vessel.

Detention. Detention is a control action that restricts a vessel's right of free movement. The imposition of a restriction on the movement of a vessel constitutes a detention regardless of whether or not a delay from a vessel's normal or expected itinerary occurs. Detentions may be carried out under the authority of the applicable international convention, the Ports and Waterways Safety Act (PWSA) or a Customs hold.

Intervention. An intervention is a control action taken by a port state, which interposes the port state's authority over a foreign flag vessel in order to cause the vessel to be brought into compliance with an applicable international convention. Interventions are undertaken by a port state when a vessel's flag state has not, can not, or will not exercise its obligations under an international convention to which it is a party. This may include requesting appropriate information, requiring the immediate or future rectification of deficiencies, detaining the vessel, or allowing the vessel to proceed to another port for repairs.

Nonconforming Vessel. Any vessel failing to comply with one or more applicable requirements of U.S. law or international conventions is a nonconforming vessel. A nonconforming vessel is not necessarily a substandard vessel unless the discrepancies endanger the vessel, persons on board, or present an unreasonable risk to the marine environment.

Substandard Vessel. In general, a vessel is regarded as substandard if the hull, machinery, or equipment, such as lifesaving, firefighting and pollution prevention, are substantially below the standards required by U.S. laws or international conventions, owing to:

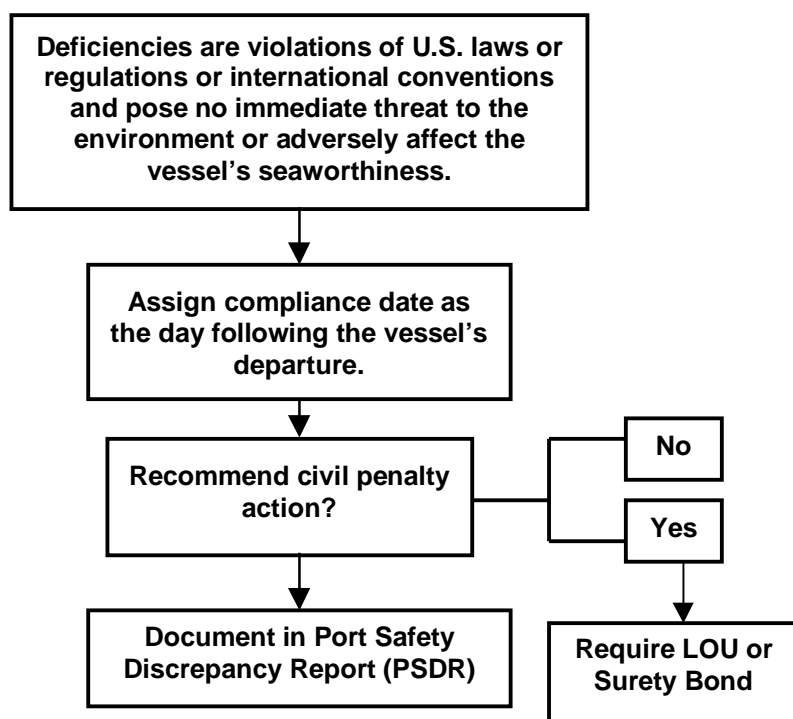
- The absence of required principal equipment or arrangement;
- Gross noncompliance of equipment or arrangement with required specifications;
- Substantial deterioration of the vessel structure or its essential equipment;
- Noncompliance with applicable operational and/or manning standards; or
- Clear lack of appropriate certification, or demonstrated lack of competence on the part of the crew.

If these evident factors as a whole or individually endanger the vessel, persons on board, or present an unreasonable risk to the marine environment, the vessel should be regarded as a substandard vessel.

Valid Certificates. A certificate that has been issued directly by a contracting government or party to a convention, or on the behalf of the government or party by a recognized organization, and contains accurate and effective dates, meets the provisions of the relevant convention, and corresponds to the particulars of the vessel and its equipment.

Requiring Corrective Measures Prior to Return to U.S.

(NO DETENTION)

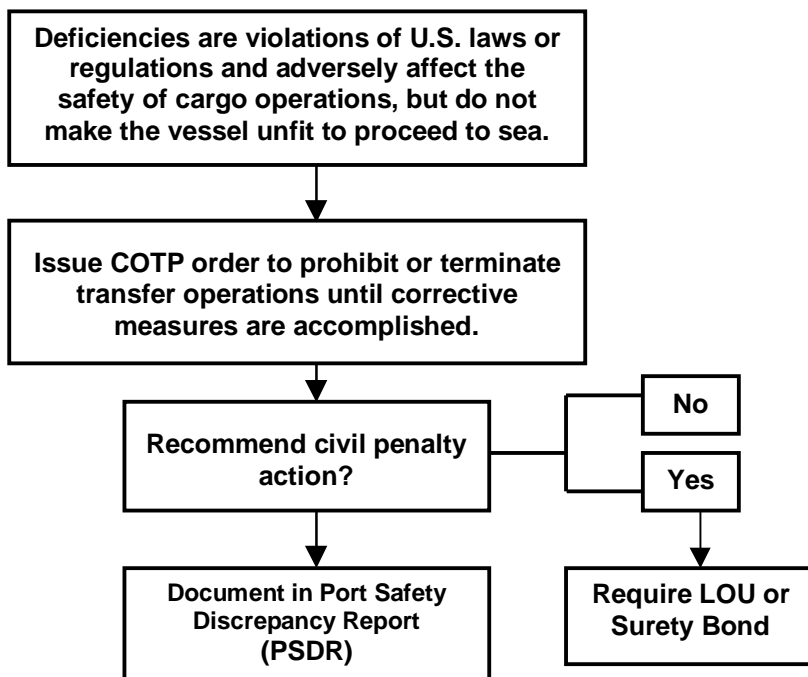


Examples include the following:

- Charts or nautical publications not currently corrected.
- Portable hoses have not been tested but appear in good condition.
- Actual location of safety equipment deviates from the vessel safety plan.
- Electrical fixtures in paint locker not appropriately certified for safe usage in hazardous location. (Operational controls, such as disconnecting the electrical power source or removing flammables from the space, may satisfactorily remove risk to vessel.)

**Requiring Corrective Measures Prior to Cargo, Bunkering or
Lightering Operations**

(NO DETENTION)

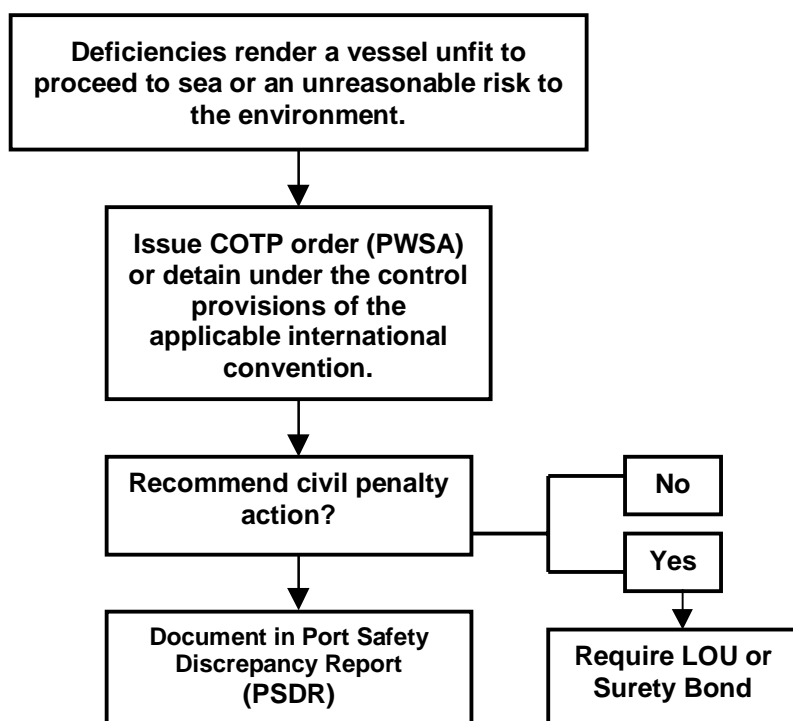


Examples include the following:

- Oil transfer procedures incomplete.
- Information on properties and hazards of cargoes not on board.
- High and low level alarms inoperative.

Requiring Corrective Measures Prior to Departure

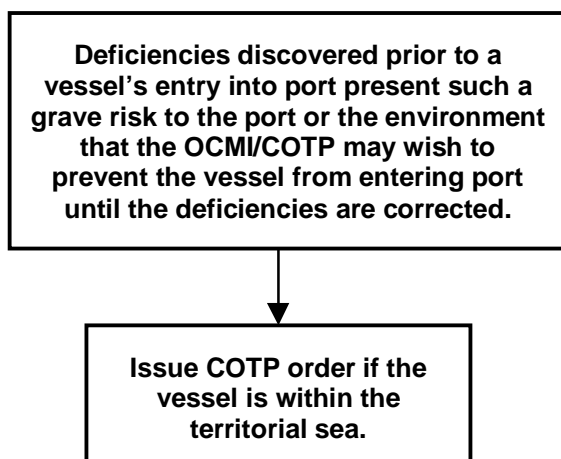
(DETENTION)



Examples include the following:

- Excessive wastage, corrosion, pitting, holes, or damage to the hull, cargo hatches, fire main, or other vital system.
- Inoperable emergency fire pump or emergency generator.
- Inability to lower lifeboats.
- Inoperable lifeboat motors (i.e., will not start).
- Crew incompetent to carry out duties (e.g., fire or boat drills, cargo transfer, stability calculations, etc.).
- Licenses invalid.
- Safe Manning Document not on board.

Requiring Corrective Measures Prior to Entry



Examples include the following:

- Leaking tanks.
- Carrying dangerous cargoes with expired documents.
- Carrying incompatible cargoes.
- Invalid ISM certificates.
- COFR not on board.

Detention Information:

NOTE: Complete prior to recommendation.

Verify owner (from DOC or COFR), operator, and mailing address.

Verify owner's agent.

Verify last and future drydock dates and locations.

If dual classed, who will respond? _____

Which agency issued the documents that have major problems?

What is the date of the last survey conducted for those items that have problems?

What are the vessel's plans to deal with the problems?

What is the crew's attitude toward the problems?

Is the detention ISM related? If so, include ISM certification information in the Detention Report to G-MOC-4.

Notes: _____

Deficiency Summary Worksheet:

Name of Vessel

VIN

Deficiency	MSIS Code	Req't. Issued / Date Completed

Deficiencies identified should be listed with MSIS codes. At completion of inspection/examination, any outstanding deficiencies shall be entered in MIDR or PSDR as appropriate. All deficiencies found (outstanding and completed) shall be entered in the Deficiency Summary. Worklist items, which serve only as memory joggers to complete inspection/examination (e.g., test emergency fire pump), should not be coded as deficiencies.

MSIS Codes for Deficiencies:

BS	Ballast	DC	Dry Cargo	IC	I/C Engine
BI	Bilge	ES	Electrical	LS	Lifesaving
BA	Boiler, Aux.	FF	Firefighting	MI	Miscellaneous
BM	Boiler, Main	FL	Fuel	NS	Navigation
CS	Cargo	GS	General Safety	PP	Propulsion
DM	Deck Machinery	HA	Habitation	SS	Steering
DL	Doc., Lics., Pmts.	HU	Hull		

Conversions:

Distance and Energy				
Kilowatts (kW)	X	1.341	=	Horsepower (hp)
Feet (ft)	X	3.281	=	Meters (m)
Long Ton (LT)	X	.98421	=	Metric Ton (t)
Liquid <i>(NOTE: Values are approximate.)</i>				
Liquid	bbbl/LT	m³/t	bbbl/m³	bbbl/t
Freshwater	6.40	1.00	6.29	6.29
Saltwater	6.24	.975	6.13	5.98
Heavy Oil	6.77	1.06	6.66	7.06
DFM	6.60	1.19	7.48	8.91
Lube Oil	7.66	1.20	7.54	9.05
Weight				
1 Long Ton	= 2240 lbs	1 Metric Ton	= 2204 lbs	
1 Short Ton	= 2000 lbs	1 Cubic Foot	= 7.48 gal	
1 Barrel (oil)	= 5.61 ft = 42 gal = 6.29 m³	1 psi	= .06895 Bar = 2.3106 ft of water	
Temperature: Fahrenheit = Celsius (°F = 9/5 °C + 32 and °C = 5/9 (°F – 32))				
0	= -17.8	80	= 26.7	200 = 93.3
32	= 0	90	= 32.2	250 = 121.1
40	= 4.4	100	= 37.8	300 = 148.9
50	= 10.0	110	= 43.3	400 = 204.4
60	= 15.6	120	= 48.9	500 = 260
70	= 21.1	150	= 65.6	1000 = 537.8
Pressure: Bars = Pounds per square inch				
1 Bar	= 14.5 psi	5 Bars	= 72.5 psi	9 Bars = 130.5 psi
2 bars	= 29.0 psi	6 Bars	= 87.0 psi	10 Bars = 145.0 psi
3 Bars	= 43.5 psi	7 Bars	= 101.5 psi	
4 Bars	= 58.0 psi	8 Bars	= 116.0 psi	